Warehouse Drop Off Request

Pennsylvania
Department of General Services

Bureau of Supplies and Surplus Operations
State Surplus Property Distribution Center
2221 Forster St.
Harrisburg, PA 17125
Phone: 717-772-5447
www.dgs.pa.gov
Hours: Monday - Thursday - 8:00AM to 2:30 PM

GPS Address for Briggs Street Dock
2045 Briggs St.
Harrisburg, PA 17125

- **Please provide a 24-hour notice of deliveries.**
- **All items should arrive shrink wrapped on skids.**
- **All data hosting devices should be accompanied by a chain of custody form per ITP-SEC015.**

Agency Name

Agency Name

Drop off Date

1/1/26

Pass Request Number

P.A.S.S. Request Number

Contact Person

Contact person

Contact Phone Number

Contact phone number

Contact Email

Contact email

Email submissions to: RA-statesurplus@pa.gov

Submit over email